

**DEIC**  
**3/14/06**

Nancy Price	Amy Martin	Jane Fay	Karen Judy
Gina Schmering	Chip Hahn	Peggy Farmer	Ginger Paul
Mary Carol Heidrich	Sam Gieske	Garnet Worthington	Lanee Philippe
Mary Ellen Meier	Carolyn Rouse		

Amy Martin, co-chair, called meeting to order.

Motion was made to accept the corrected minutes of the March 14, 2006, meeting by Chip Hahn, seconded by Peggy Farmer. Motion passed.

**POE Report:**

- Provider Directory Book was available for review
- 107 referrals, 6 cabinet
- 35 IFSP and 22 not eligible
- One Outreach to Carroll Co. Community Baby Shower
- POE is still short a secretary
- Need for speech therapist and OT in all counties, DI in Campbell Co.
- Provider Binder was available for review

**Staff Report:**

- Jane distributed her monthly report of her activities
- Training Coordinator and Quality Assurance position is open
- Jane distributed three handouts
- Family Learning Vacation at KSD open to the first 35 families, who apply, \$50.00 registration fee, scholarships available, June 10, and 11<sup>th</sup>, includes food
- May 8<sup>th</sup> at 10:00, work group for Interagency Agreement will meet at Dayton Board of Ed.

**Old Business:**

- Discuss budget, monies must be spent by end of May, we have \$920 to spend
  - Birthday cards and postage \$200.
  - Calendars \$350.
  - Pens \$200.
  - Magnets \$100.
  - Network food allotment \$ 70.
- Final amounts are due in May

Motion was made to accept budget as stated above by Chip seconded by Peggy, motion passed

**New Business:**

- Discuss the following:
  - Dual Insurance Issues need to be addressed
  - Family must use EPSTD first and then one can bill First Steps
  - Mary Carol will email Dual Insurance form out to providers
  - Wavers have been an issue when billing both insurance and First Steps
  - Discharge reports to POE must be in within 14 calendar days of third birthday

Goal writing, no percentage of age, not daily performance, outcomes related to routine of family and how is First Steps helping the family. Ask Valerie about goal writing if you are having difficulties.

Discharge paper work to CBIS within 5 days after date of dismissal, however therapist are not required to have this report in for 30 days. Clarification is needed

Therapist can call in their rankings or status scale

At the ARC, a rough draft of the discharge report should be ready.

Discussed who finds replacement when a therapist goes on leave, decided the PSC should find the replacement for the leave.

Discussed future speakers, Chip said he could have some one from Cardinal Hill speak on Community Solutions

Transition:

Transition committee will meet May 8 at 10:00 at the Dayton Board of Education, all are welcome to come and participate

Motion to adjourn the meeting was made by Peggy and seconded by Caroline. Meeting was adjourned.

Next Meeting 5/9/06 at 12:00